

Idaho State Historical Society
Financial Services
Quarterly Report
January - March 2003

Overview:

Ongoing - Continue database of projected expenditures as purchase request forms are received. Process expenditure vouchers, receipt transactions and maintain control of appropriation and cash balances. Prepare management reports for review by administrators, Director and Trustees. Process payroll and personnel transactions. Facilitate personnel proceedings and maintain records. Maintain publications inventory. Bill for agency services and sales.

In addition to our routine monthly activities the fiscal office:

January:

1. Calculate October through January SHPO reimbursement request.
2. Auditors gone but not forgotten as we continued to respond to e-mail requests for information. Researched federal guidelines for fringe benefits, premium pay for overtime, cash versus accrual accounting bases, and consistency issues for processing SHPO reimbursement claims.
3. Announce surplus property for disposal.
4. Report prepared for DFM identifying FY02 and 03 vacant positions eliminated, how many people laid off and job classifications affected. DFM request for merit, bonus, administrative leave and promotion data was easy to obtain since we have had no funds to provide these staff amenities.
5. Completed museum addition and History Center occupancy cost calculation in response to Board of Education inquire.
6. Provided data for Department of Administration concerning the majority of use by county for agency vehicles purchased between September 1st 2001 and August 31, 2002.
7. Set up Keith Petersen temporary rate increase authorized in our fiscal year 2003 budget and finally approved by DFM in January.

February:

1. Prepare capital equipment inventory list and distribute for confirmation.
2. Distributed employee performance files for preparation of annual review of staff.
3. Calculated impact of 2% additional FY03 general fund budget reduction in response to a e-mail request from Jason Hancock, Legislative Budget Analyst to Steve Guerber on February 18th at 3:04 PM which stated: ***"Due to the fast moving nature of the legislative session, I would like to receive this information by the close of business on Wednesday, February 19th."***
4. Review audit draft report with auditors and prepare response.
5. Provide Department of Administration (Risk Management) with employee data for Employee Bond and Crime Insurance.
6. Calculated budget options for SHPO budget reduction.
7. Prepared fringe benefit calculation based on final FY2002 benefit costs.

March:

1. Prepared NHPRC grant financial report through December.
2. Submitted property values statement to Department of Administration (Insurance).
3. Set up Rachelle Littau as an acting appointment to Interpretive Specialist position.
4. Update STARS-Fixed Asset System for disposals and acquisitions of real property and capital assets.
5. Finally received the first reimbursement of SHPO costs incurred between October 1st and January 31. This year's grant was split into 2 apportionments. The first apportionment was not available for collection till March 13. The delay in access to these funds was extended about 3 weeks from last fiscal year.
6. Received final Legislative Audit Report.
7. Received approval of FY04 Federal Indirect Cost Report.
8. Announced additional surplus property and received authorization for disposal.

Note: As of March 31st with only 3 months left of the FY03 budget year the legislature is still deadlocked on cutback decisions for FY03 and the FY04 budget.

Projects Underway:

1. Start year-end close reports.
2. Adjust FY03 budget appropriation as necessary and process final receipts and payments for FY03.
3. Review and revise financial reporting structure options as necessary.
4. Enter FY04 appropriation into STARS accounting system.
5. Prepare 2005 capital budget request.
6. Start 2005 budget request preparation.
7. Distribute employee evaluations to Human Resources.
8. Prepare 2004 operating budget and salary change schedule to Board of Education for approval.

Personnel:

No change in Fiscal Office personnel.

Gifts and Donations:

No gifts or donations to the Fiscal Office.

Programs Presented:

No programs to the public presented by Financial Services staff.

Calendar of Events:

Not Applicable.

Number of patrons or visitors:

Not Applicable.

Submitted by:

V. L. Huntsinger
Thank you.